



Job Description

Job Title: Administrative Assistant/Receptionist

FLSA Status: Non-Exempt (Hourly)

Reports To: Chief Operating Officer

Travel: Travel within the state of Virginia

Schedule: Monday through Friday 10:00 am to 5:00 pm

May be required to work outside of Normal business hours

SPECIAL REQUIREMENTS:

- Must pass DMV record check
- Must pass a FBI Criminal History record check:
- Must pass a Child Protective Services record check
- FBI fingerprinting check
- Must successfully complete an emergency medical and first aid/CRP training, medication administration, behavior management
- Must pass a tuberculosis screening

Summary: Performs medical billing, administrative and business related duties by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Medical Billing

1. Develops and maintains database/tracking for medical billing for all residents and create monthly financial reports for management.
2. Performs audit to ensure reimbursements have been received from vendor.
3. Assembles budget and general bookkeeping and internal audit for Calvary Counseling Center.
4. Drafts correspondence to insurance/EAP vendors requesting resolution of outstanding reimbursements.

5. Will contact insurance/EAP vendors and discuss billing processes and procedures.
6. Manage all aspects of A/R, A/P and Billing
7. Handle all payroll information, including input timesheets and services for payroll entry

Clerical

1. Performs a wide variety of complex secretarial tasks requiring initiative, independent judgment and extensive working knowledge of Calvary Counseling Center organization and programs. Work entails dealing with confidential and sensitive issues requiring a high degree of discretion and tact.
2. Schedule appointments for, and with, the CEO; coordinates and schedules meetings; makes travel arrangements for CEO as necessary.
3. Reviews and briefs for the CEO's attention reports, and other materials.
4. Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer.
5. Composes and types routine correspondence.
6. Organizes and maintains file system, and files correspondence and other records.
7. Answers and screens telephone calls, and arranges conference calls.
8. Records and routes messages to the appropriate persons.
9. Coordinates manager's schedule and makes appointments.
10. Greets scheduled visitors and conducts to appropriate area or person.
11. Makes copies of correspondence or other printed materials.
12. Prepares outgoing mail and correspondence, including e-mail and faxes.

Operations

1. Orders and maintains supplies, and arranges for equipment maintenance.
2. Maintain understanding of special programs.
3. Understanding medication benefits/side effects.
4. Responsible for adhering to the organization budget.
5. Research and develop programs to meet he requirements for weekly activities.

6. Obtain speakers and presenters to meet the requirements for weekly activities.
7. Complete all required forms and documentation according to requirements.
8. Set appointments and log appointments onto schedule.
9. Conducts research, and compiles and types statistical reports.
10. Coordinates and arranges meetings, prepares agendas, reserves and prepares facilities, and records and transcribes minutes of meetings.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- Graduation from high school or a GED equivalent and college-level courses in business, public or office administration. Five or more years of professional related experience as an assistant to a CEO or senior level staff member(s). Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to clients, and other employees of the organization.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have an intermediate level of working knowledge with Email, Microsoft Word , Excel and PowerPoint.

Certificates and Licenses:

- Infant CPR, First AID, preferred .
- Must possess valid Virginia Drivers License and be to obtain and maintain insurance.

Supervisory Responsibilities:

Supervise clients inside and outside of the facility.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to walk. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and /or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

Employee Signature **Date**

Manager Signature **Date**